

PROPOSED SCHEDULE FOR PRESIDENT CARTER'S VISIT

<u>Time</u>	<u>Place</u>	<u>Principals</u>	<u>No. of People</u>	<u>Remarks</u>
0955 (E.G.*)	Helipad <i>In Staff car</i>	DCI & DDCI will met & escort by car to Headquarters Building entrance.	Approx. 100 Agency personnel (weather permitting).	
1000	Building entrance	President makes brief remarks to Agency employees & selected members of media.	Approx. 1000 Agency personnel (weather permitting).	(1) First stop if by motorcade. (2) This will be only remarks to media members. (3) Hetu will suggest points to be covered by President
1010	DCI Conference Room	Senior Staff	Approx. 20 people.	(1) Taylor will suggest theme. (2) Suggest this be given last priority if time does not permit or if building tour substituted.
1030	Ops Center - Conference Room	PDB Presentation (with representatives from all Directorates participating).	Approx. 20 people.	(1) Ops Center will arrange. (2) Suggest this be given next to last priority if time does not permit or if building tour substituted.
1100 -	Auditorium	(1) All Agency personnel (representative group) (2) DCI will provide introductory remarks.	Approx. 500 people in auditorium. Additional 500 can view live TV presentations in both cafeterias.	(1) Hetu will suggest points to be covered. (2) No media coverage. (3) Agency will film & tape for possible transmittal overseas.
1130	Depart			

*Omit if by motorcade.

COMMENT: Times are only illustrative.

ADDITIONAL REMARKS

1. After President Carter's remarks at building entrance, he will pass through lobby where he can pass by an additional 200-300 Agency personnel. He will be escorted by DCI and DDCI up to the DCI Conference Room in the DCI elevator.
2. After meeting with senior staff, i.e., 0900 group, the President will be escorted to the Ops Center by DCI and DDCI. After presentation in the Ops Center Conference Room, he can leave the 7th floor via the Nos. 13, 14, 15 and 16 bank of elevators which will enable him to circle the quadrangle back to the first floor tunnel entrance to the auditorium. Agency personnel will be in all these hallways to greet him enroute. Since no members of media will be allowed in the building, there should be no cover problems and he can be given maximum exposure.
3. If a tour of the building is substituted for any one-half hour segment, suggest the Signal Center on the first floor; one of the cafeterias which can be filled with DDO personnel who seem to be regularly excluded from such affairs for cover reasons; and possibly Signal Analysis Division of the DDS&T on the ground floor, which seems to hold a fascination for visitors.
4. Distribution of tickets for the auditorium will be based on 500 capacity and using on-duty strength in Metropolitan Area (by Directorates):

DCI	18
DDO	115
DDA	145
NFAC	111
S&T	111

500

Including IC Staff (on duty [REDACTED]

DCI	15	STATINTL
DDO	115	
DDA	140	
NFAC	110	
S&T	110	
IC	10	
	<u>500</u>	

Tickets will be distributed to the Directorates, the DCI Staff and IC Staff in the above numbers. The distribution to each element will be accompanied by a memorandum signed by the DDA which will direct that distribution should be made to cover a cross-cut of Agency personnel, including grade, male/female and minority groupings. Each Directorate will make a suballocation to offices and/or divisions. It will be their responsibility to monitor the distribution.

Possible Visit of President Carter to Headquarters Building

Michael J. Malanick
Associate Deputy Director for Administration

DDA 78-2648/3

25 July 1978

DDCI

Frank:

I would like to recommend that the DCI give strong consideration to inviting the President out on September 18 vice August 17 or 18 because September 18 is the Agency's birthday. If this could be done then we might also consider having the President present longevity awards to some of our employees.

/s/ Mike

Michael J. Malanick
Associate Deputy Director
for Administration

Attachment:
Proposed Schedule for
President Carter's Visit

ADDA/MJMalanick:lm (25 July 1978)
Distribution:

Orig RS - DDCI w/orig att
① RS - DDA Subject w/att
1 RS - DDA Chrono
1 RS - MJM Chrono
1 RS - ER w/att

1- James Taylor